



# AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

**THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.**

**\*\*\*WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT\*\*\*\*\* APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.**

**DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.**

**ANNOUNCEMENT NUMBER:**

**MVA 2015-730C1**

**OPEN PERIOD:**

8 January 2015 thru 2359 EDT, 9 February 2015

**HIRING DIRECTORATE:**

TEC

**POSITION TITLE:**

Instructor, Enlisted Professional Military Education

**AFSC REQUIREMENT:**

8T000 or ANY (PAFSC, 2AFSC, 3AFSC, 4AFSC)

**RANK/GRADE REQUIREMENT:**

SSgt/E5 (Promotable) - TSgt/E6

**POSITION INFORMATION:**

Full Time, Title 10, Statutory Tour

**TOUR LENGTH:**

2 - 4 Years

**AGENCY:**

National Guard Bureau

**DUTY LOCATION:**

McGhee Tyson ANG Base, TN

**WHO MAY APPLY:**

Qualified ANG members only

## **1. Requirements**

Must hold Rank/Grade requirement by this announcement closeout date.

Must have an active open Secret Clearance.

### **RETRAINING REQUIREMENTS:**

If SDI 8T000 is not reflected on VMPF RIP, applicant must submit the following items to meet prerequisites outlined in applicable USAF and ANG directives for award of SDI 8T000:

- Completion of a certified in-resident PME course.
- Must have prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists)
- Must have an associate degree or higher from a regionally accredited college or university, or at a minimum be within one year (12 credit hours) of completing an associate degree
- Must submit an official full length military photograph.
- Must Provide a Statement of Understanding stating willing to cross training into the 8T000 Career Field.
- Must have ASVAB Administrative Score of 24.
- Must Provide an AF Form 422 reflecting a PULHES score of 2,2,2,2,2,1 or better – must be less than 12 months old.
- Must submit a Commander Recommendation Letter with the following verbiage, if currently on Stat Tour, must submit Director Recommendation Letter with the following verbiage:

“Individual has not received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) within the last 5 years. No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems. No record of substance abuse or financial irresponsibility. Never received substantiated abuse findings as defined in AFI 40-301, Family Advocacy Program. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. NOTE: Categories of offenses are described and listed in AFI 36-2002, Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses. Never been convicted by a general, special, or summary courts-martial. No record of disciplinary action (LOR or Article 15).”

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## **2. Position Description**

This advertisement IS NOT for an existing Statutory Tour Vacancy, the purpose is to create a list of qualified board-approved applicants that may be selected when a vacancy becomes available. Board selections from this MVA may be eligible for selection for a period of SIX MONTHS or until another board is held, whichever comes first. Prior to being offered a position, selectees must provide an updated application package to ensure there are no changes in status or qualifications.

This position is an EPME instructor responsible for the education, health, and welfare of assigned students. This position has the responsibility for preparing, delivering and recommending revisions of curricula in

accordance with USAF Directives. Conducts Enlisted PME instruction as outlined in AF and ANG Instructions. Prepares for in-residence and satellite-in-residence instruction through group review and self-study. Prepares facility, classroom, and auditorium for instruction. Maintains lesson plans, textbooks, test and measurement devices, student workbooks, handouts, and lesson aids. Uses instructional aids and training equipment in support of lesson and objectives. Supervises, counsels, evaluates and advises students. Administers examinations, maintains student records and documents student actions. Receives training and trains instructors. Coordinates and conducts exercises and other ceremonial duties. Assists with processing actions and graduation tasks. Performs administrative duties associated with school preparations. Ensure that the appropriate source documentation is provided with the application.

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### **3. Application Reminders**

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

**Promotion Opportunity:** If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

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### **4. About Statutory Tours**

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

**Further information regarding the Statutory Tour Program can be found in ANGI 36-6.**

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

**IMPORTANT NOTE:**

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

**TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES**

**<http://www.ang.af.mil/careers/mva/procedures.asp>**